



## City of Kansas City, Missouri Job Class Specification

**Job Title:** FLEET SUPERVISOR

**Department:** MULTI

**Job Code:** 5235

**Status:** NONEXEMPT

**Grade:** M-J

### Summary

This is skilled and supervisory work in the maintenance, repair, and overhaul of automotive and related equipment.

Work involves primary responsibility for supervising the work of skilled mechanics and other workers, semi-skilled or unskilled, engaged in the repair and maintenance of automotive and related equipment and general supervision of the activities in and about a small to moderate sized garage. An employee in this class is permitted a relatively wide range of independence in the operation of the garage and adjacent grounds and makes decisions on the basis of established departmental policy.

### Duties and Responsibilities

- Supervises and instructs subordinate mechanics and repairers in maintenance and repair of automotive equipment; checks on work in progress and upon completion.
- Works out mechanical problems such as belt and pulley speeds, gear ratios, hydraulic pump speeds and pressures, and other related problems.
- Requisitions all parts and material used in the garage such as tires, tubes, gasoline, motor oil, grease, and miscellaneous parts.
- Performs mechanical work such as motor tune ups, repairing and adjusting brakes and clutches, cleaning and painting equipment, acetylene welding; operates engine and automotive electrical test equipment; generally supervises and participates in the repair and maintenance performed in the garage.
- Makes visual inspections and tests equipment in order to determine need for repair or adjustment.
- Keeps records and files necessary in the operation of an automotive repair garage.
- Performs related work as required.

### Technical Skills

Thorough knowledge of:

The standard methods, practices, tools, and equipment of the automotive mechanic's trade.

The principles of internal combustion engines.

Considerable knowledge of:

All phases of machine operations and of the use of tools related to automotive repair and maintenance work.

The occupational hazards and safety practices of the trade.

Ability to:

Plan, assign, and supervise the work of a small to moderate sized group of subordinates engaged in skilled, semi-skilled, and unskilled work in the repair and maintenance of automotive and related equipment.

Keep the appropriate records and files necessary to the efficient operation of an automotive repair shop.

<b>Education and Experience</b>	High school graduation and six (6) years experience in the automotive mechanic's trade, including one (1) year at the level of a Senior Fleet Maintenance Technician and six (6) months of lead work experience.
<b>Certificates/ Licenses/Special Requirements</b>	<ul style="list-style-type: none"><li>▪ Must possess a valid State –issued driver's license in accordance with the City of KCMO policies</li><li>▪ Possession of a valid CDL (Commercial Driver's License) Class A, B or C issued by the state of Missouri prior to the end of the employee's probationary period (appropriate CDL will be determined by the department).</li><li>▪ Must pass a background check as prescribed by the City.</li><li>▪ May be required to possess a valid driver's license issued by the State of Missouri.</li></ul>
<b>Supervisory Responsibility</b>	Supervision may be exercised over assigned personnel.
<b>Supervision Received</b>	Work is performed under general supervision.
	<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
<b>Created</b>	
<b>Revised</b>	4/73, 12/77, 5/95, 1/04, 9/06, 01/08, 11/14